

Requirements for Trauma Facility Designation Surveyors

All members of the survey team must conduct themselves in a professional manner and maintain confidentiality.

All members of the survey team, except department staff, should come from a public health region and/or Regional Advisory Council (RAC) outside the hospital's location and at least 100 miles from the applicant hospital. There should be no business or patient care relationship between the surveyor and/or the surveyor's place of employment and the hospital being surveyed.

The survey team shall evaluate the hospital's compliance with the designation criteria by:

- Reviewing medical records, staff rosters and schedules, quality management committee meeting minutes and other documents (i.e. physician, nurse and staff credentials) relevant to trauma care;
- Reviewing equipment and the physical plant; and
- Conducting interviews with hospital personnel.

Findings of the survey team (report) shall be forwarded to the hospital within thirty (30) calendar days of the date of the survey.

Each aspect of the hospital trauma system must be detailed in the report and any deviation/exception from the facility's application must be fully explained. All participants/attendees at each meeting in the presence of the surveyors must be listed (dinner/pre-survey meeting, exit interview). The report should be typed or computer-generated and include the thorough review of at least ten (10) trauma patient charts, per surveyor. Review of the trauma charts must, at minimum, document the presence/absence of (1) vital signs, (2) ED length of stay, (3) GCS, (4) RTS, (5) mechanism of injury, (6) trauma team activation, (7) notification and response times of trauma team members, (8) presence of EMS runsheet, (9) standard of care given, (10) patient's arrival time (11) disposition place and time for all transfers, admits and deaths, and (12) QI information. Conclusion of the report should note the facility's strengths, weaknesses, potential criteria deficiencies and recommendations made by the surveyor.